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Transportation

**MILITARY AIRLIFT/AIR TRANSPORTATION
SYSTEMS MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/DOUT
(Ms. Lori A. Farnsworth)
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Certified by: HQ AMC/DOU
(Colonel Steven Frederickson)
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AMCI 24-101 implements AMCPD 24-1, Military Airlift Policy for Aerial Port Operations. This volume describes automation and communication procedures for developing, operating, and managing the AMC transportation computer systems used to control and record the movement of passengers, cargo, and mail for all AMC aerial ports and air terminals. It also outlines computer systems maintenance procedures and will serve as a quick reference to assist AMC transportation system administrators. This volume applies to Air National Guard and United States Air Force Reserve units.

SUMMARY OF REVISIONS

This revision updates text and responsibilities of headquarters and units, and deletes the requirement for providing RCS AMC-DOU 8801, System Status Report.

1. General. AMC must provide automation support and data capture to transportation aerial port activities to meet wartime mission requirements as well as sustain normal peacetime operations.

2. Responsibilities:

2.1. The Chief, Transportation Systems Support Branch (HQ AMC/DOUT), 402 Scott Drive, Unit 3A1, Scott Air Force Base, Illinois, 62225-5302 will:

2.1.1. Interface with all internal and external program managers of automation systems pertaining to the exchange of information supporting all forms of transportation.

2.1.2. Identify, develop, and review concepts of operations (CONOPS) and implementation schedules for automation systems based on user requirements, higher headquarters directives, and new capabilities resulting from improved technology.

2.1.3. Substantiate data systems development, test plans, and implementation schedules.

- 2.1.4. Secure funding for development, implementation, and maintenance of hardware and software for AMC air terminals and aerial ports.
- 2.1.5. Develop and validate communications-computer system requirement documents (CSR D) (AF Form 3215) and baseline change requests (BCR)(AF Form 1773) for acquisition and development of new data systems, products, and technology.
- 2.1.6. Serve as the Chairman of the Transportation Functional Management Board.
- 2.1.7. Serve as a voting member on the Transportation Configuration Control Board.
- 2.2. The Chief, Aerial Port Operations Branch (HQ AMC/DOJ), 402 Scott Drive, Unit 3A1, Scott Air Force Base, Illinois 62225-5302 will:
 - 2.2.1. Provide policy guidance and participate in systems development and planning to HQ AMC/DOU.
 - 2.2.2. Coordinate future policy changes that affect automation systems to HQ AMC/DOU.
 - 2.2.3. Review systems effectiveness indicators and identify problem areas that impact on efficient operation of transportation automation systems, and take appropriate action to facilitate correction.
 - 2.2.4. Serve as a voting member on the Transportation Functional Management Board and coordinate equipment and systems requirements.
- 2.3. As a primary system user, the AMC Tanker Airlift Control Center, Aerial Port Operations Information Management Division (TACC/TRKI), 402 Scott Drive Unit 2K1, Scott Air Force Base, Illinois 62225-5303 will:
 - 2.3.1. Review systems effectiveness indicators and identify to HQ AMC/DOJ/DOU problem areas that impact on efficient operation of transportation automation systems.
 - 2.3.2. Task deployable units with appropriate automation systems and support elements.
 - 2.3.3. Serve as voting member for the Transportation Functional Management Board and coordinate equipment and systems requirements.
- 2.4. AMC Computer Systems Squadron (CPSS), 861 South Drive Room 352, Scott Air Force Base Illinois 62225-5101 will:
 - 2.4.1. Provide automated data transportation systems development and support services. Ensure appropriate documentation, technical library, and user's manuals are current and changes are released to the field.
 - 2.4.2. Obtain transportation policy and technical information from HQ AMC/DOU to support the development of data management systems.
 - 2.4.3. Coordinate with HQ AMC/DOU in exercising technical operation direction over resources for the purposes of repair, installation, training, and maintenance in support of transportation automation systems.
 - 2.4.4. Coordinate the release of system advisory notices, letters, messages, and software releases or updates with HQ AMC/DOU.
 - 2.4.5. Serve as the Chairman of the Transportation Configuration Control Board.

2.4.6. Identify operational trends and recommend improvements. Advise HQ AMC/DOUT and field units of systems software releases.

2.4.7. Maintain a 24-hour customer support branch for operational problems or system outages. Maintain working documents to track network and systems problems and make available to update HQ AMC/DOUT as requested.

2.5. Aerial port squadrons and air terminals operated on AMC's behalf will:

2.5.1. Develop, validate, test, and/or implement system software BCRs.

2.5.2. Participate in developing future transportation automation requirements.

2.5.3. Appoint a primary and alternate systems administrator (SA). Forward a copy of the letter to HQ AMC/DOUT and update as events warrant.

2.5.4. Maintain systems release documentation and ensure users have advance notification and documentation prior to systems release.

2.5.5. Log database saves, end-of-day processing, outages, and calls made to the help desk.

2.5.6. Perform and update inventory of the automatic data processing equipment in accordance with AFI 33-101, Command, Control, Communications, and Computer Systems Management Guidance and Responsibilities.

2.5.7. Follow procedures for problems in accordance with the automation systems' Integrated Logistics Support Plan.

2.5.8. Transportation System Maintenance:

2.5.8.1. Perform advanced file or database maintenance, to include backing up the cargo, passenger, and command and control databases daily.

2.5.8.2. Once a week validate the application indexes.

2.5.8.3. Perform daily, weekly, and monthly dumps to tape of the system and retain level 0 dumps for at least 6 months.

2.5.8.4. Run a rebuild script on the database monthly.

2.5.9. Hardware Maintenance:

2.5.9.1. At least semiannually, clean the system module, keyboards, monitors, and peripheral devices.

2.5.9.2. Configure and install additional devices to support transportation automation in the air terminal.

2.5.9.3. Maintain local area network.

2.5.10. At least semiannually, conduct system user work group meetings.

3. Remote Consolidated Aerial Port Subsystems (RCAPS) SAs will:

3.1. Store database and system backups in an alternate location.

3.2. Backup requirements:

3.2.1. Maintain two sets of bootable system diskettes.

- 3.2.2. Maintain one copy of backup installation diskettes.
- 3.2.3. Perform daily hard disk backups and data file backups.
- 3.2.4. Accomplish a complete backup prior to installing new software.
- 3.2.5. Set up a user account for communication connection by phoning AMC CPSS/COSSC (Customer Support Branch), DSN: 576-4949 or commercial (618) 256-4949.

3.3. Hardware Maintenance:

- 3.3.1. At least semiannually, clean the system module, keyboards, monitors, and peripheral devices.
- 3.3.2. Configure and install additional devices to support transportation automation in the air terminal.
- 3.3.3. Maintain local area network.

4. Operational Readiness. Maintain manual mode procedures for operational readiness and test these practices quarterly.

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